

Request for Proposals

Technical Assistance for the Energy Research and Development Division EPIC Program RFP-15-318

Pre-Bid Conference November 3, 2015

Energy Research and Development Division California Energy Commission



Agenda

Time	Topic
2:00 pm	 Welcome and Introductions EPIC Program Background and Policy Drivers Purpose of RFP Funding Eligible Bidders Key Dates
2:10 pm	 Proposal Requirements Proposal Format, Required Documents, and Delivery Proposal Response Requirements Evaluation Process Evaluation Scoring Scale and Evaluation Criteria Grounds to Reject a Proposal
2:45 pm	Agreement Goals and Scope of Work
3:00 pm	Questions and Answers
4:00 pm	Adjourn



Housekeeping

- In case of emergency
- Facilities
- Sign-In Sheet
- Updates on Solicitation Documents and today's presentation can be found at:

http://www.energy.ca.gov/contracts/epic.html#RFP-15-318



Commitment to Diversity

The Energy Commission adopted a resolution strengthening its commitment to diversity in our funding programs. We continue to encourage disadvantaged and underrepresented businesses and communities to engage in and benefit from our many programs.

To meet this commitment, Energy Commission staff conducts outreach efforts and activities to:

- Engage with disadvantaged and underrepresented groups throughout the state.
- Notify potential new applicants about the Energy Commission's funding opportunities.
- Assist applicants in understanding how to apply for funding from the Energy Commission's programs.
- Survey participants to measure progress in diversity outreach efforts.



EPIC Background

- The Electric Program Investment Charge (EPIC) is funded by an electricity ratepayer surcharge established by the California Public Utilities Commission (CPUC) in 2011.
- The purpose of EPIC is to benefit the ratepayers of three electric investor-owned utilities.*
- EPIC funds clean energy technology projects that promote greater electricity reliability, lower costs, and increased safety.
- Funded projects must lead to technological advancement and breakthroughs to overcome the barriers that prevent the achievement of the state's statutory energy goals.
- Annual Program funds total \$162 million per year with 80% administered by the California Energy Commission.

^{*} Pacific Gas and Electric Co., San Diego Gas and Electric Co., and Southern California Edison



EPIC Background

EPIC will fund an <u>energy innovation pipeline</u> approach to creating new energy solutions, fostering regional innovation, and bringing clean energy ideas to the marketplace:

APPLIED RESEARCH AND DEVELOPMENT

Focuses on validating new ideas and technologies

TECHNOLOGY DEMONSTRATION AND DEPLOYMENT

Demonstrates strategies at real-world scales

MARKET FACILITATION

Addresses non-technical hurdles like policy, market, and workforce barriers so proven solutions can achieve accelerated deployment



Policy Drivers

- Laws and Regulations
 - -SB 96 (2013)
- Policies/Plans
 - EPIC 2012-2014 Triennial Investment Plan
 - EPIC 2015-2017 Triennial Investment Plan



Purpose of RFP

The purpose of this Request for Proposal (RFP) is to hire an experienced, full-service contractor team to provide technical support services for the California Energy Commission's Energy Research and Development Division's EPIC Program.



Funding

- This RFP will award <u>one</u> agreement funded by the EPIC Program.
- There is up to \$3,000,000 in EPIC Program Administration funding available.
- Match funding is <u>not</u> allowed for this RFP.



Eligible Bidders

- This is an open solicitation for public and private entities.
- Bidders must accept the EPIC terms and conditions.
- Bidders are required to register with the California Secretary of State and be in good standing to enter into an agreement with the Energy Commission. http://www.sos.ca.gov
- Bidders must propose a team with proven ability to successfully complete similar projects.
- Each Bidder may submit only <u>one</u> proposal.



Key Dates

Activity	Action Date
Solicitation Release	October 26, 2015
Pre-Bid Conference	November 3, 2015
DEADLINE FOR WRITTEN QUESTIONS	November 3, 2015 by 5:00 p.m.
Anticipated Distribution of Questions and Answers to Website	Week of November 9, 2015
DEADLINE TO SUBMIT PROPOSALS	November 23, 2015 by 3:00 p.m.
Anticipated Notice of Proposed Award (NOPA)	December 23, 2015
Anticipated Energy Commission Business Meeting	February 10, 2016
Anticipated Contract Start Date	April 1, 2016
Anticipated Contract Termination Date	March 30, 2022



Proposal Response Requirements

- Proposal consists of two sections:
 - Section 1. Administrative Response
 - Section 2. Technical and Cost Proposal
 - Part 1a Contractor Administrative Qualifications
 - Part 1b Personnel Technical Qualifications
 - Part 2 Cost Proposal



Section 1. Administrative Response Requirements

Every Bidder must complete and include the following:

1. Cover Letter	6. Small Business Certification (if applicable) or Non-Small Business Preference
2. Table of Contents	7. DVBE Form STD. 843 (Attach 3.3)
 Contractor Status Form (Attach 1) 	8. Bidder Declaration Form (GSPD-05-105) (Attach 3.4)
 Darfur Contracting Act Form (Attach 2) 	9. Contractor Certification Clauses (Attach 4)
5. Iran Contracting Act Form (Attach 9)	10. TACPA Forms (if applicable)



Section 2. Technical Proposal Response Requirements 1a Contractor Administrative Qualifications

Every Bidder must complete and include the following:

1.	Team Structure and Coordination	5.	Financial Stability
2.	Availability of Personnel	6.	Previous Work Products
3.	Contract Management Ability	7.	Personnel Resumes
4.	Quality Control	8.	Client References (Attach 5)



Section 2. Technical Proposal Response Requirements 1b Personnel Technical Qualifications

Areas of Expertise (AOE) Every Bidder must complete and include the following:

- 9. Personnel Technical Qualifications Form (Attach 8)
 - Education and Professional Background
 - Project Abstracts: Projects related to the AOE that the individual has participated in. Include any projects affiliated with a California governmental agency.
 - Technical Documents: Technical papers related to the AOE that the individual has authored/co-authored.



Section 2. Cost Proposal Response Requirements 2. Cost Proposal

Every Bidder must complete and include the following budget forms:

10. Budget Forms

Budget Forms Attachment 7

- Direct Labor (Unloaded)
- Fringe Benefits
- Subcontracts
- Indirect Costs and Profit

Loaded Rates Attachment 7a

Rates Summary Attachment 7b

The Bidder must submit information on <u>all</u> of the attached budget forms, and in the format required. Do <u>not</u> delete sheets or rows; use the hide/expand function.



How will my Proposal be Evaluated? → Stage One: Administrative Screening

Proposal Admin Screening Process

- 1. Energy Commission staff screens proposals per criteria in the solicitation for stage 1.
- 2. Criteria is evaluated on a <u>pass/fail</u> basis.
 - ✓ Bidders must pass <u>all</u> screening criteria or the Bidder will be disqualified

Some Reasons for Failing Admin Screening

- ✓ Proposal not submitted by the specified due date and time
- ✓ Proposal does not include all required sections: Administrative, Technical, and Cost
- ✓ Proposal does not meet 3% DVBE participation requirement
- ✓ Proposal contains confidential material
- ✓ Bidder submitted more than one proposal
- Bidder does not agree to the contract terms and conditions



What is the technical scoring scale?

% of Possible Points	Interpretation	Explanation for Percentage Points
0%	Not Responsive	 Response does not include or fails to address the criteria. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
10-30%	Minimally Responsive	 Response minimally addresses the criteria. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
40-60%	Inadequate	 Response addresses the criteria There are one or more omissions, flaws, or defects or the criteria are addressed in such a limited way that it results in a low degree of confidence in the proposed solution.
70%	Adequate	 Response adequately addresses the criteria. Any omission(s), flaw(s), or defect(s) are inconsequential and acceptable.
80%	Good	 Response fully addresses the criteria with a good degree of confidence in the Bidder's response or proposed solution. No identified omission(s), flaw(s), or defect(s). Any identified weaknesses are minimal, inconsequential, and acceptable.
90%	Excellent	 Response fully addresses the criteria with a high degree of confidence in the Bidder's response or proposed solution. Bidder offers one or more enhancing features, methods or approaches exceeding basic expectations.
100%	Exceptional	 All criteria are addressed with the highest degree of confidence in the Bidder's response or proposed solution. The response exceeds the requirements in providing multiple enhancing features, a creative approach, or an exceptional solution.



How will my Proposal be Evaluated? → Stage Two: Technical and Cost Evaluation

- Evaluation Committee applies the scoring scale to the evaluation criteria
- Bidders must review Section IV -Evaluation Process and Criteria of this RFP and ensure that their proposal provides a clear and complete response to each scoring criteria
- Technical Advisors may assist the Evaluation Committee in assessing Bidders' proposals.
- Clarification interview held with a Bidder (if necessary) for the purpose of clarification and verification of information provided in the proposal.
- A minimum passing technical score of at least <u>49</u> of 70 (70%) to progress to cost evaluation
- A minimum passing combined technical and cost score of at least <u>70</u> of 100 (70%) in order for a proposal to be considered for funding

Evaluation Criteria	Maximum Points
1a. Agreement Management	10
A. Buildings End-Use Energy Efficiency	9
B. Industrial, Agriculture and Water End-Use Energy Efficiency	9
C. Renewable Energy Technologies	8
D. Energy-Related Advanced Generation	8
E. Energy-Related Environmental Research	6
F. Energy Technology Systems Integration	6
G. Energy-Related Transportation	6
H. Market Facilitation	6
I. Cross-Cutting Program Support	2
2.1. Average Loaded Hourly Rate (Cost Points)	20
2.2 Ratio of Direct Labor and Fringe Benefit Rates to Loaded Labor Rates	10
Total Possible Points (Technical and Cost)	100
Combined Technical and Cost Minimum Passing Score	70



Preference Points

- A Bidder may qualify for non-technical preference points:
 - Disabled Veteran Business Enterprise Incentive (DVBE)
 - Small / Microbusiness
 - Non-Small Business
 - Target Area Contract Preference Act (TACPA)
- Only qualifying proposal's attaining a minimum of 70 percent of the total possible points (70 of the 100 total possible points available for technical and cost).
- The agreement shall be awarded to the Bidder meeting all requirements specified in this RFP, who achieves the highest score after application of preferences.



DVBE Requirements

- Full DVBE participation: 3% of total Agreement amount (Energy Commission funds)
- Proposer commits to meet or exceed the DVBE participation requirements by either of the following methods:
 - Method A1 Proposer is a Certified DVBE
 - Method A2 Subcontractor is a certified DVBE and will receive at least 3% of the Agreement amount (Energy Commission funds)



DVBE Incentive Program

The DVBE Incentive Program gives a contractor an opportunity to improve their bid status based on the efforts attained from the DVBE Participation Program. See RFP, Attachments 3.1, 3.2, and 3.3 for more information.

- The incentive computation is only applied during the evaluation process and only to responsible Bidders.
- The incentive points for awards based on high score are as follows:
 - Participation of 3.01% 4.99% = 1 point
 - Participation of 5% or more = 2 points



Small/Non-Small Business Preference

- Small Business Preference: Certified Small Businesses or microbusinesses can claim the five percent preference when submitting a proposal. See RFP, Attachment 3.1 for more information.
- Non-Small Business Preference: Bidder commits to small or micro business subcontractor participation of 25% of net bid price. See RFP, Attachment 3.1 for more information.



TACPA

- The Target Area Contract Preference Act (Government Code Section 4530 et seq.) provides five percent (5%) preference points to California-based companies that perform state contract work in a distressed area. Bidders should review the information located at http://www.documents.dgs.ca.gov/pd/poliproc/tacpapage.pdf to determine if they qualify for this preference.
- Submit the following applications/forms available on the above websites:
 - TACPA (Std. 830) Bidder's Summary of Contract Activities and Labor Hours (DGS/PD 526)



Technical and Cost Proposal Evaluation Criteria

- Contractor Administrative Qualifications
- Personnel Technical Qualifications
- Cost Score



Bidder must respond to each criterion in the Evaluation Criteria table Part 1a Contractor Administrative Qualifications. See RFP for full descriptions.

1. Team Structure and Coordination

Narrative describing:

- Team structure
- Roles and responsibilities for project managers and contractor administrator
- Communication lines
- Firm's relevant services

Organization Chart of the Bidder's team

2. Availability of Personnel

Narrative describing:

- Team assembly
- Ensure availability of personnel
- Equivalent personnel replacements if necessary
- Access to temporary personnel



3. Contract Management Ability

Narrative describing:

- Strategy to perform tasks
- Management of similar contracts/projects
- Management of subcontractor assignments
- Management of budgets, meeting project deadlines and deliverable requirements
- Invoice management
- Unsatisfactory contractor evaluations

4. Quality Control

Narrative describing strategies to manage:

- Frequently missed deadlines
- Lack of communication
- Unacceptable deliverables
- Disagreement with substantive technical errors
- Refusal to modify work
- Invoices with excessive charges



5. Financial Stability

Narrative describing:

- Any involvement in a lawsuit or government investigation
- Overdue taxes
- File for bankruptcy
- Termination of any agreement with another party
- Failure to provide a final report deliverable

6. Previous Work Products

- Provide at least one example of a multi-year agreement in which Bidder provided project management services, similar to the administrative responsibilities required for this Agreement.
- Submit an electric or hard copy of an agreement or SOW outlining these responsibilities. It is not necessary to provide more than one copy for each example. Do not provide any confidential information.



7. Personnel Resumes

- Provide a current resume (within the last five years) for <u>all Bidder and</u> <u>subcontractor personnel</u>. Include job classification, summary of relevant experience and qualifications, education, academic degrees and professional licenses.
- Resumes will be evaluated only for the team of individuals who are assigned to manage and administer the Agreement according to Task 1 Agreement Management as specified in Section II Scope of Work and Deliverables of this RFP.

8. Client References Form (Attachment 5)

- Each Bidder completes three Client Reference Forms (Attachment 5) for current (within the past three years) and relevant references demonstrating similar work deliverables as described in this RFP.
- The Energy Commission reserves the right to check references and may be considered in the evaluation.



Personnel Technical Qualifications

Bidder must respond to each criterion in the Evaluation Criteria table Part 1b Personnel Technical Qualifications. See RFP for full descriptions.

- Personnel Technical Qualifications form (Attachment 8) is designed to identify personnel that the Bidder will assign to each of the Areas of Expertise (AOEs) listed in section IV Evaluation Process and Criteria of this RFP.
- These criteria are organized by nine (9) major **Technical Areas (A through I)** which consists of a relevant set of **Areas of Expertise** (AOE)s or sub-skill sets within each Technical Area. AOEs are sub-skill sets for which external experts are needed to assist Energy Commission staff in the energy-related support activities.
- The Bidder is required to submit an Attachment 8 form if assigning any personnel to an AOE. The Bidder may submit <u>one</u> Attachment 8 form for each person where they provide personnel or up to 3 individuals per Attachment 8 form for subject matter experts for that AOE. <u>The Bidder may identify a **maximum of three** personnel for each AOE. Personnel may be assigned to more than one AOE.</u>



Personnel Technical Qualifications Criteria Areas of Expertise

A. Buildings End-Use Energy Efficiency

- 1. Appliance, Office, and Consumer Electronics Technologies
- 2. Building Envelope
- 3. Lighting Technologies
- 4. Space Conditioning Technologies
- 5. Water Efficient Applications, Water Heating and Distribution Systems
- 6. Whole Building Energy Measurement, Simulation and Benchmarking, and Demand Response

B. Industrial, Agriculture and Water End-Use Energy Efficiency

- 7. Data Center Energy Management
- 8. Energy Storage Technologies: Small Scale
- 9. Industrial Energy Efficiency and Demand Reduction
- 10. Water Efficiency
- 11. Water Treatment: Potable and Wastewater



Personnel Technical Qualifications Criteria Areas of Expertise

C. Renewable Energy Technologies

- 12. Biomass Electric Generation and Municipal Solid Waste (MSW) Technologies
- 13. Geothermal
- 14. Solar Thermal Electric and Photovoltaic Technologies
- 15. Wind Technologies
- 16. Renewable Energy Integration

D. Energy-Related Advanced Generation

- 17. Combined Cooling, Heating and Power (CCHP) Technologies and Applications
- 18. Fuel Cell Technologies
- 19. Gas Turbines (Micro and Small)

E. Energy-Related Environmental Research

- 20. Geologist: Geologic Storage of Carbon Dioxide
- 21. Heat Transfer Specialist: Power Plant Cooling



Personnel Technical Qualifications Criteria Areas of Expertise

F. Energy Technology Systems Integration

- 22. Demand Responsive Technologies and Systems
- 23. Smart Grid Technologies
- 24. Transmission & Distribution (T&D) Technologies and Power Electronics
- 25. Energy Storage Technologies and Grid Interconnection

G. Energy-Related Transportation

26. Advanced Transportation Technologies and Infrastructure



Personnel Technical Qualifications Criteria Areas of Expertise

H. Market Facilitation

- 27. Market Assessment
- 28. Technology Commercialization
- 29. Regional Economic Development
- 30. Workforce Training and Development for Clean Energy
- 31. Local Planning and Permitting

I. Cross-Cutting Program Support

- 32. Financial Consultant
- 33. Appraiser
- 34. Technical Editor and Formatter
- 35. Technical Writer
- 36. Graphic Designer and Video Producer
- 37. Webcast



Cost Score Criteria

Average Loaded Hourly Rate

The Score for this criterion will be derived from the mathematical cost formula specified in Section IV Evaluation Process and Criteria of this RFP, which compares the cumulative average loaded hourly rate (ALHR) of all qualifying loaded hourly rates listed in the subject Bidder's Cost Bid, with the cumulative ALHR of all hourly rates of all qualifying loaded hourly rates listed in the Lowest Bidder's cost bid.

Ratio of Direct Labor and Fringe Benefit Rates to Loaded Labor Rates

The score for this criterion will be derived from the Budget Form-Rates Summary (Attachment 7b) in this RFP, which compares the direct labor and fringe benefits rates to the loaded rates. This ratio, as a percentage, is multiplied by the possible points for this criterion.



Grounds to Reject a Proposal

A Proposal shall be rejected if:

- ✓ It is received after the exact time and date set for receipt of Proposal's pursuant to Public Contract Code, Section 10344.
- ✓ It is considered non-responsive to the California Disabled Veteran Business Enterprise participation requirements.
- ✓ It is lacking a properly executed Certification Clause.
- ✓ It is lacking a properly executed Darfur Contracting Act Form and Iran Contracting Act Form.
- ✓ It contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the Bidder.
- ✓ The Proposal is intended to erroneously and fallaciously mislead the State in its evaluation of the Proposal and the attribute, condition, or capability is a requirement of this RFP.
- ✓ There is a conflict of interest as contained in Public Contract Code Sections 10410-10412 and/or 10365.5.
- It contains confidential information, or it contains any portion marked confidential.
- ✓ The Bidder does not agree to the terms and conditions as attached to the solicitation either by not signing the Contractor Status Form or by stating anywhere in the bid that acceptance is based on modifications to those terms and conditions or separate terms and conditions.



Grounds to Reject a Proposal

A Proposal may be rejected if:

- ✓ It is not prepared in the mandatory format described.
- ✓ It is unsigned.
- ✓ The firm or individual has submitted multiple proposals for each task.
- ✓ It does not literally comply or contains caveats that conflict with the RFP and the variation or deviation is not material, or it is otherwise non-responsive.
- ✓ The bidder has previously completed a PIER agreement, received the PIER
 Royalty Review letter, which the Energy Commission annually sends out to remind
 past Contractors of their obligations to pay royalties, and has not responded to the
 letter or is otherwise not in compliance with repaying royalties.
- ✓ The budget forms are not filled out completely.



Agreement Goals

There are two goals for this Agreement:

- Primary goal provide assistance with technical reviews and cost evaluations of project proposals submitted to the Energy Commission for EPIC Program solicitations. (Task 2)
- Secondary goal provide technical assistance with a variety of activities in support of the Energy Commission's EPIC Program. (Task 3)



Scope of Work Summary of Agreement Tasks

Task	Title	Estimated Completion Date
1	Agreement Management	3/30/2022
2	Proposal Reviews	TBD
3	Cross-Cutting Program Support	TBD



Task 1 Agreement Management

The Contractor will closely manage staff and subcontractors to ensure all tasks and deliverables set out in the Scope of Work are submitted on time and completed as required.

The budget for Task 1 - Agreement Management activities cannot exceed **10 percent** of the total funds encumbered to the Agreement.

- 1.1 Deliverables
- 1.2 Kick-off Meeting
- 1.3 Critical Project Review (CPR) Meetings and Briefings
- 1.4 Final Meeting
- 1.5 Monthly Progress Reports and Invoices
- 1.6 Final Report
- 1.7 Permits
- 1.8 Subcontracts
- 1.9 Work Authorizations



Task 2 Proposal Reviews

The goal of this task is to review and evaluate project proposals (for grants, loans, or contracts) submitted for EPIC Program solicitations to verify the technical merit and need, technical approach, impacts and benefits to California IOU ratepayers, team qualifications, technical and financial capabilities and resources, budget and cost effectiveness, loaded versus unloaded rates, and assessment of the company's financial strength and stability. The Contractor will **not** assist in the scoring of proposals.

Contractor Technical Advisors should be familiar with the applicable EPIC investment plans and laws when reviewing project proposals.

2.1 Prepare Technical Reviews

- Team List of Technical Advisors
- Technical Review of Proposals

2.2 Evaluate Project Financing

Risk and Debt Assessment Report



Task 3 Cross Cutting Program Support

The goal of this task is to provide a variety of technical support activities under the EPIC Program.

3.1 Technical Review Assistance

- Technology Transfer Plan Reviews
- Production Readiness Plan Reviews
- Technical Assessments for Energy Commission Reports
- Presentation Materials for Meetings
- Meeting Summaries, Results and Recommendation

3.2 Prepare Feasibility Studies

Feasibility Study Reports

3.3 Appraisal of Equipment

- Equipment Appraisal Reports
- Documentation on Transferring Equipment

3.4 Develop and Edit Technical and Outreach Material

- Program Materials
- Project Videos

3.5 Webcast

Window Media Files



How do I apply to this RFP?

Obtain RFP Materials:

- Go to Energy Commission's funding website to obtain RFP information and the proposal documents:
 - http://www.energy.ca.gov/contracts/epic.html#RFP-15-318.
- Make sure you meet Bidder eligibility requirements.
- Review any addenda to make sure you have the latest information on the RFP.
- Review EPIC grant terms and conditions.

Complete Proposal:

- Ensure that all RFP requirements are met.
- Ensure that all required documents are in the specified format and order.
- Ensure that all responses are complete.
- Ensure that the proposal is signed by an authorized representative.

Submit Proposal:

 Ensure that the proposal is received by the Energy Commission's Contracts, Grants, and Loans Office by the date and time specified in this RFP.



How do I submit my proposal?

Number of Copies:

- Original with original signatures and **five (5)** hard copies of the proposal: **Section 1. Administrative Response and Section 2. Technical and Cost Proposal.**
- Electronic files of the proposal on CD-ROM or USB memory stick. Electronic files submitted via e-mail will not be accepted.

Packaging and Labeling:

- The original and all copies of the proposal must be labeled "Request for Proposal-15-318," and include the title of the proposal and the appropriate section number.

Proposal Delivery:

A complete hard copy package of the proposal and required number of copies must be delivered to the Energy Commission's Contracts, Grants, and Loans Office in a sealed package by the due date and time specified in this RFP.

- Deliver in person, by U.S. mail, or courier service.
- Postmark dates of mailing, e-mail, and facsimile (FAX) transmissions are not acceptable in whole or in part, under any circumstances.
- Note: Avoid potential late delivery or loss of proposals by submitting them 1-2 days before the due date.



How do I get notified of the RFP results?

The Energy Commission will post a **Notice of Proposed Award** (NOPA) at the Energy Commission's headquarters in Sacramento, on the Energy Commission's Web Site, and will mail the NOPA to all parties that submitted a proposal.



Other Information

- Updates on Solicitation Documents and today's presentation:
 - http://www.energy.ca.gov/contracts/epic.html#RFP-15-318
- Sign up for the Listserver by selecting "Opportunity:" www.energy.ca.gov/listservers/
- Information on EPIC: www.energy.ca.gov/research/epic/index.html
- Information on other EPIC solicitations:
 - www.energy.ca.gov/contracts/epic.html



Questions and Answers

Please send all RFP related questions in written form to:

Cory Irish

Commission Agreement Officer
1516 Ninth Street, MS-18
Sacramento, CA 95814
(916) 654-4739
(916) 654-4423 (fax)
Cory.lrish@energy.ca.gov

Deadline to submit questions is November 3, 2015, 5:00 PM PST!